

# ANKARA UNIVERSITY DEAN'S OFFICE OF RESEARCH DIRECTIVE (\*)<sup>1</sup>

## PART ONE Aim, Scope, Base and Definitions

### Aim

**ARTICLE 1-** (1) The aim of this directive is to regulate the methods and principles regarding the aim, activity fields, administrative units, the duties of administrative units and mode of operation of Ankara University Dean's Office of Research which aims to create an effective research environment for academic staff, researchers and research students.

### Scope

**ARTICLE 2-** (1) This directive, involves the decrees regarding the development, application, observation and evaluation of all research policies and programs of Ankara University, by the Ankara University Dean's Office of Research which was established attached to the Rectorate.

### Base

**ARTICLE 3-** (1) This directive was prepared based on the 4/11/1981 dated and 2547 numbered Higher Education Law's 7th article's first paragraph's (d) subparagraph's (2) numbered sub-subparagraph.

### Definitions

**ARTICLE 4-** (1) Mentioned in this Directive;

- a) **Academic Unit:** Faculties, institutes, schools, vocational schools, state conservatories and application and research centers, that are attached to the Ankara University
- b) **Dean's Office of Research:** The unit that was created by Ankara University Rector for producing policies and programs that encourages research at the university,
- c) **Dean:** The Dean of Research
- ç) **The Senate:** The Senate of Ankara University,
- d) **The Rector:** The Rector of Ankara University,
- e) **The University:** The Ankara University,
- f) **The Board of Management:** The Board of Management of Dean's Office of Research

## PART TWO

### The Aims and Fields of Activity of Dean's Office of Research

#### The Aims of Dean's Office of Research

**ARTICLE 5-** (1) The aim of the Dean's Office of Research is to coordinate and execute the activities below in accordance with the research and strategy policies at the University:

- a) To coordinate the researches that are being done at the academic units of the university and to encourage interdisciplinary works,

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<sup>1</sup> *This text is an English translation of the Turkish legislation. The researchers are responsible from the Turkish version of this directive.*

- b) To make suggestions for the Rectorate to do research, prepare reports, observe, evaluate and take necessary precautions in order to determine the research capacity at the university,
- c) To provide suitable conditions in which the academic staff and the students can conduct their researches, to give advices regarding the improvement of general research environment including necessity evaluation, research infrastructure, the quality comparison of research outputs and Research-Development needs,
- ç) To ensure active cooperation with inner and outer partners in researches that students and academic staff do /will do,
- d) To help student and academic staff write projects, execute and find funds national/international,
- e) To support students and academic staff at quality academic writing and publishing
- f) To provide support for scientific publications/ thesis which are produced by students and academic staff to turn into beneficial models/patents,
- g) To put tools, apparatuses, devices and equipment which are present at the university inventory to academic staff's use.

### **The Fields of Activity of Dean's Office of Research**

**ARTICLE 6-** (1) The Activity Fields of the Dean's Office of Research are the following:

- a) To conduct independent research and/or creative activities for each academic and student that are suitable for their discipline and while doing this, being in cooperation with fellow colleagues or individually,
- b) To support academic studies of associate, undergraduate and postgraduate students,
- c) To popularize the research outcomes in way that will benefit the society,
- ç) To ensure the participation of the society to the process while planning the researches and projects and to do works that will increase the social awareness,
- d) To create the Dean's Office of Research calendar at the beginning of the year cooperating with the inner and outer partners,
- e) To do consulting for research activities of the students and academic staff,
- f) To lead the way in the process of finding monetary assistance from inner and outer sources to be used at the Research activities,
- g) When necessary to work in coordination with university coordinators, boards and committees in all the activities regarding researches,
- ğ) To take part in the board of managements of Scientific Research Projects Coordinatorship, Laboratory Administration Office, Publication Encouragement and Reward Commission, Data Management Coordinatorship, Technocity and TTO Coordinatorship, Scientific Publications Coordinatorship, Project Support Office, Entrepreneurship and Innovativeness Commission and Scientific Publications Writing Support Office and constitute coordinatorship,
- h) To make suggestions to the authorized office regarding new, innovative and strategic research attempts including the strengthening the research at the university.

## **PART THREE**

### **The Administrative Units and Duties of the Dean's Office of Research**

#### **The Administrative Units of the Dean's Office of Research**

**ARTICLE 7-** The administrative units of Dean's Office of Research are the following:

- a) Research Dean,
- b) The Board of Management,

#### **Research Dean**

**ARTICLE 8-** (1) The Research Dean is assigned for two years by the rector from the academic staff who have professor title, have experience of national and international project management and/or and have an h index of at least 20 according to WOS data. The Dean whose duration has ended can be assigned again with the same method.

(2) The Research Dean, presents three persons from among the academic staff of the University to be Vice-Deans to the approval of the Rector. Vice-Deans do the works Research Dean has assigned to them. The assignment of Vice-Deans ends with the ending of Research Dean's assignment.

(3) For the activities stated at the purposes of the Dean's Office of Research he or she has the first-degree responsibility to the Rector.

#### **The Duties of Research Dean**

**ARTICLE 9-** (1) The duties of Research Deacon are the following:

- a) To make attempts towards strengthening the Research-Development infrastructure of the University,
- b) To realize the improvement and the effective use of the research infrastructure,
- c) To support the research activities and their outputs,
- ç) To give advices regarding the effective use of the university research scholarship,
- d) To help students and academic staff find suitable monetary support at their researches, to provide support to project and article writing,
- e) To do counseling regarding the disciplinary/interdisciplinary researches and to designate the partnership opportunities to support the research outputs of the University,
- f) To take into consideration the policies regarding the intellectual and industrial ownership, including ownership, license sharing, technology transfer and copyright that arises from intellectual rights and other activities that are related to intellectual rights which are created by the University.

#### **The Board of Management**

**ARTICLE 10-** (1) The Board of Management, consists of faculty deans/institute/school/vocational school/center directors that are assigned by the Dean and the Rector.

(2) The assignment duration of the members of the Board of Management is two years. The members whose assignments are over can be assigned again. In the place of a member who leaves before his or her assignment is over, a new member is chosen.

(3) The Board of Management, meets twice a year under the presidency of the Dean. When necessary can meet with the call of the Dean. The Board of Management meets with the absolute majority and the decisions are made by the majority of the votes. If the votes are equal it is decided on the direction that the Dean has decided

upon.

## **The Duties of Board of Management**

**ARTICLE 11** - The duties of Board of Management are the following:

- a) To give advices on the activities that the Dean's Office of Research will do,
- b) To do counseling regarding the researches which are at local, regional, national and global level and cooperation is done,
- c) To give advices to the office to support the research benefits of the University.

## **PART FOUR**

### **Validation and Execution**

#### **Validation**

**ARTICLE 12-**(1) This Directive enters into force when it is made public on the University website after being approved by the Senate.

#### **Execution**

**ARTICLE 13-** (1) This Directive's provisions are executed by the Rector of Ankara University.

(\* ) It was decided upon with the 601/5555 numbered decision which was taken at the March 17 2023 dated meeting of the University Senate.